

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**WATER CONSERVATION SUPERVISOR**

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Water Conservation Supervisor is the fourth level in a four level Utilities Water Conservation series. Incumbents are responsible for planning, coordinating, assigning, participating in, and supervising water system and conservation program operations, including those required Water Conservation Best Management Practices, and staff.

The Water Conservation Supervisor is distinguished from the Water Conservation Specialist by its first-line supervisory responsibilities.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

- |    |   |              |
|----|---|--------------|
| 1. | Supervises staff to include prioritizing and assigning work; coaching; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.   | Daily<br>20% |
| 2. | Supervises daily Waste Conservation activities and operations, which includes: planning, coordinating, administering, and evaluating processes, procedures, systems, and standards; developing and coordinating work plans; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards including any pertaining to Water Conservation Best Management Practices. | Daily<br>15% |
| 3. | Responds to a variety of inquiries, complaints, and/or concerns received from customers, businesses, internal departments, external agencies, and/or other interested parties.  | Daily<br>15% |
| 4. | Coordinates water system and conservation program activities with other City divisions, departments, and public agencies; serves as a division representative and spokesperson for matters concerning the City's water system.  | Daily<br>10% |
| 5. | Directs and participates in preparing and maintaining a variety of records, files, reports, work orders, and/or other related information related to operational activities for the division; estimates material and equipment needs.   | Daily<br>5%  |

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<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>
6.	Develops, plans, executes, and presents water system and conservation awareness programs, educational and public information materials, including graphic design encouraging and fostering community interest in the City's water system and on water conservation; prepares related press releases and responds to media inquiries on water conservation.	Daily 5%
7.	Communicates and coordinates with public relations consultants.	Weekly 10%
8.	Represents Water Division during District Council meetings or other related meetings.	Monthly 5%
9.	Assists in administering the Urban Water Management Plan to maintain water quality and quantity; assists in developing strategies addressing the water system, underground water supply, conservation, and recharge.	Daily 5%
10.	Plans and executes water system and conservation programs and measures designed to conserve water, prepare for and withstand drought conditions, meet grant requirements, and other water system goals and objectives.	Daily 5%
11.	Evaluates effectiveness of water system and conservation activities; collects, compiles, and analyzes data; recommends modification of state legislation, local ordinances, policies, and procedures; researches and prepares technical reports.	Weekly 5%
12.	Participates in a variety of meetings, committees, and/or other related groups to receive and convey information.	Weekly 5%
13.	Performs field investigations of customer service requests and complaints.	Weekly 5%
14.	Supervising preparation of funding applications for grants and proposals; administers water system and conservation contracts; oversees pilot and grant programs related to the water system and conservation.	Weekly 5%
15.	Performs other duties of a similar nature or level.	As Required

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#### **Training and Experience** (positions in this class typically require):

- Bachelor's Degree in Water Conservation, Public/Business Administration, Civil or Sanitary Engineering, Water Supply, Hydraulics, Environmental Science, or a closely related field;
- OR
- Twenty-four college or university semester units in Water Conservation, Public/Business Administration, Civil or Sanitary Engineering, Water Supply, Hydraulics, Environmental Science, or closely related field and two years of progressively responsible experience in the operation and maintenance of water system and/or water administration activities including one year of experience providing lead or supervisory experience are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

#### **Licensing Requirements** (positions in this class typically require):

- Basic Class C License
- Water Treatment Operator Certificate, Grade T2
- Water Distribution Operator Certificate, Grade D2
- Commercial Class B License

#### **Knowledge** (position requirements at entry):

Knowledge of:

- Supervisory principles
- Applicable Federal, State, and Local laws, codes, ordinances, rules, and regulations
- Program management principles and practices
- Materials, methods, practices, and equipment used in water efficient landscapes, water systems, and water conservation activities
- Environmental issues and concerns related to water systems and conservation
- Water system and conservation program goals, objectives, functions, and measures
- Statistical methods
- Research techniques and applications
- Contract and grant management principles
- City geography
- Safe work practices

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#### **Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritize and assigning work; detail oriented and ability to multi-task
- Training employees in proper work methods
- Safely operating and maintaining applicable tools and equipment
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Estimating time, materials, tools, and equipment requirements for jobs
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Planning and implementing water conservation program components
- Speaking in Public
- Ability to prepare and make effective oral presentations
- Using computers and applicable software applications
- Reading and comprehending maps
- Preparation of marketing material, including graphic design
- Developing and facilitating community outreach and program marketing plans
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

#### **Physical Requirements:**

Positions in this class typically require: reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents will be subjected to dusts, wet and muddy conditions extreme temperatures and travel.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

#### **Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008